Waterville Estates Village District
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***WEVD 2026 WEVD Commissioner Meeting and Public Hearing**
APPROVED Minutes
April 15, 2026 – 6:00 PM

Approved as amended on April 28, 2026

Attendees in physical location: Commissioners Gerry Panuczak, and Mark Canfield, Administrative Assistant Allison Smith, Finance Administrator Lisa Magerer, and Treasurer Denise Aguiló.

Attendees online: na

Members of the Public in physical location: Ned McElroy, 22 Goose Hollow Road, and Scott Sallaway, 110 Snowood Drive.

Members of the Public online: Bobbi & David Ketcham, 111 Hodgeman Hill, and Richard Mayo.

Members Excused: Maureen Patti

Call to Order: Commissioner Panuczak called the meeting to order at 6:00 PM.

Pledge of Allegiance: The meeting began with the Pledge of Allegiance.

Roll Call of Commissioners: Mr. Canfield, and Mr. Panuczak were present at the physical location. Ms. Patti was excused.

If remote attendance, reason & vote: na

PUBLIC HEARING: Special Town Meeting

Mr. Panuczak explained that this public hearing is to discuss the Special Town Meeting to Ratify MS-636 Posting.

The Waterville Estates Village District (WEVD) will hold a special town meeting on April 29, 2026 @ 6:00 PM to correct an issue with the posting of the MS-636, the District's official budget form filed with the State of New Hampshire. When the MS-636 was originally posted at the designated locations required to provide notice to the community within Waterville Estates and on its website, page 11 was missing. The complete form was filed electronically with New Hampshire Department of Revenue Administration and a complete, signed MS-636 form was sent to DRA. The defect was only with the copies of the form posted at the designated locations for providing notice to the community. Those locations include the WEVD website."Page 11 is required because it brings together the final totals for each major segment of the budget in one place. The detailed numbers did appear across the other 10 pages, but without page 11 the posting was incomplete

under state requirements. Because the MS-636 must be posted in full before the annual meeting, the District must now ratify the corrected posting.

New Hampshire law requires that the MS-636 form be posted completely and accurately. Since the original posting lacked the summary page that consolidates the final budget totals, the district must hold a special meeting so voters can officially approve—or "ratify"—the fully posted document.

At the special town meeting, voters will be asked to: a) Acknowledge that the original MS-636 posting was incomplete, and b) Vote to cure the procedural defect regarding the posting of the MS-636 and ratify the actions taken at the April 4, 2026 annual meeting. This action ensures the District's budget is legally valid and recognized by the state.

Mr. Panuczak opened the public hearing at 6:02 PM.

Mr. Canfield noted that the missing page was shared at the Annual Meeting where the Commissioners discussed the remedy to the situation. Mr. Panuczak noted that the page was also added as an attachment to the meeting minutes.

After confirming with Ms. Smith that no one else wished to address the Commission in person, online, by phone, or via email, Mr. Panuczak closed the public hearing at 6:05 PM. He reiterated that the Special Meeting will take place on April 29th in order to vote to cure the procedural defect regarding the posting of the MS-636 and ratify the actions taken at the April 4, 2026 annual meeting.

Approval of Minutes

March 4, 2026 public meeting minutes.

Mr. Panuzcak noted that there were some missing amendments to March 4, 2026 meeting minutes which were approved at the previous meeting. The missing amendments were in the packet for this meeting.

*Mr. Canfield made a motion to amend **March 4, 2026** meeting draft minutes according to the three amendments provided in the packet. Mr. Panuczak duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

*Mr. Canfield moved to adopt amended **March 4, 2026** meeting minutes as official minutes. Mr. Panuczak duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

April 1, 2026 public meeting minutes.

*Mr. Panuczak moved to amend **April 1, 2026** meeting draft minutes according to three amendments provided in the packet. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

*Mr. Panuczak moved to adopt the amended **April 1, 2026** meeting minutes as official minutes. Mr. Canfield duly seconded, and motion carried with a 2:0 roll call vote: Mr. Panuczak – aye, Mr. Canfield – aye.*

Treasurer's Report

Denise Aguiló provided an update. She said that reconciliation is in the report and everything looks great. She also answered questions on the taxes from both towns that have not yet been paid to the District.

GM Report

Mr. Panuczak noted that Ms. Chatel is on vacation and spoke about the following from the report she submitted:

Winter flex-staffing

Ms. Chatel has completed the J-1 application and submitted our application, along with proof of Worker's Comp. She has a housing application that needs to be completed, so the management has to figure those logistics out as well.

Ms. Chatel provided a list of the benefits to the District and the student in her report as follows:

Overview of the Summer Work Travel (SWT) Program

The Summer Work Travel (SWT) program, part of the U.S. Department of State's Exchange Visitor Program, provides international university students with the opportunity to live and work in the United States during their summer break. The program is designed to foster cultural exchange, allowing students to experience American life and culture firsthand while sharing their own traditions and perspectives with U.S. communities.

As a host employer, the District will play an important role in this exchange. By providing seasonal employment, the employer helps students gain valuable work experience, practice their English language skills, and interact with Americans on a daily basis. In return, the employer's business benefits from motivated, enthusiastic team members who help meet staffing needs during your busy season.

Key Program Details:

● Participants: Full-time university students from around the world, ages 18–28, who are proficient in English and eager to engage with American culture.
● Timing: Students typically arrive between May and July and can work up to four months, depending on their academic schedules.

● Cultural Exchange: Employers are encouraged to provide not only meaningful work but also opportunities for students to participate in cultural activities, helping them connect more deeply with your community.
● Support: Sponsor organizations work closely with employers and students, providing orientation, monitoring, and support throughout the program.

Employer Requirements:

● Guarantee an average of 32 hours per week for the duration of the program.
● Provide housing options—either on-site or arranged nearby. Participants pay their own rent, but employers are responsible for ensuring safe and secure housing is available.
● If housing is not within walking distance, provide or arrange reliable transportation to and from the workplace.
● Offer seasonal, entry-level positions that do not displace U.S. workers.

Benefits for Employers:

● No cost to participate: There are no fees charged to host employers to take part in the SWT program.
● Financial savings: Employers and participants are exempt from Social Security, Medicare (FICA), and unemployment taxes, reducing payroll costs.
● Seasonal staffing support: Pre-screened, motivated participants help meet workforce needs during the District busiest months.
● Cultural enrichment: Hosting students brings diversity and fresh perspectives to your workplace, enhancing both the employee and customer experience.
● Positive impact: Support U.S. public diplomacy goals by fostering international goodwill and cross-cultural understanding.

There was a discussion about ways to provide housing to these students if they are hired by the District.

- Ned McElroy, 22 Goose Hollow Road – asked if the funding will be coming from the $70,000 that the Commissioners took out from the Rec Fund to offset the budget.

Mr. Canfield said that housing for winter flex employees is a separate line item.

Mr. Panuczak explained that the financial aspects have not yet been flushed out for J-1 student hiring, however the Commissioners were budgeted under the winter-flex workforce line in the budget for $30,000 and housing at $1.

Maintenance

Mr. Pelchat has ordered the Mulch for Community Clean-Up Day on 5/2/26.

The contract for the fitness center area roof has been signed and work will commence soon, the vendor is aware

that it needs to be completed by the 1st week of May.

The courts are open for the season and Mr. Pelchat has reached out to Mr. Ketcham about the shuffle board court, to see what WEA would like to have done.

Mr. Pelchat and his crew are working on replacing the dock.

Upcoming Events

Community Clean-Up Day is on Saturday, May 2, 2026.

- Working with WEA and organizing everyone's roles to make it a success
- Sandwiches and water seem to be on the menu for lunch.

Kentucky Derby Day is also on Saturday, May 2,2026 4:30–7:00 PM at the Mountain View Bar.

Fishing Derby is on May 23, 2026

- Monthly planning meetings will continue, next on April 29.

Lodge & Seasonal Operations

The lodge remains open Fridays - Saturdays through April. Cornhole boards will be available on the deck for guests enjoying the spring weather. Lodge will close the first week of May and reopen for weekends starting May 15 at the Summit Lounge.

Pools
Pools have been assessed by Mr. Pelchat; quote is attached.

Information has been shared with the WEA Board and WEVD Commissioners. This was a CIF project last year, and there were issues finding a suitable vendor. The options are Pebble versus quartz and plaster. The work must be done in the fall and then again in the spring. After completion, the pool has to be filled within 24 hours for the plaster to cure. If you have questions and would like to meet to discuss this further, Mr. Pelchat and the GM can make themselves available.

The estimate for the work needed is around $24,000, plus a 20% contingency of an additional $4,800. The new finish options quoted include basic plaster white Marcite at an additional cost of $16,275. The option for the Diamond Brit Quartz - Super Blue/Cool Blue at $29,450. Total cost is between $40,275 and $58,250.

Mr. Panuczak asked about the quote for the pools. Ms. Magerer explained that the quote is for the tiling exterior to the pool, and it was meant to be done last year but there was a time conflict. Mr. Canfield stated that Ms. Chatel was going to talk to the WEA Board about funding for the project. Mr. Panuczak added that Mr. Baert already ordered the equipment approved at the annual meeting.

Roads & Water

Mr. Baert and Mrs. Magerer working on ordering the equipment approved at the District's 2026 Annual Meeting.

Verdantas will be at the Water and Roads Committee meeting on Friday, April 17, 2026 to discuss next steps.

The management is expecting to have an update on road borings at the April 28th Commissioner meeting.

CONSENT CALENDAR

Committee/Board reports

Planning Board

Planning Board will meet tomorrow to approve the CIP handbook.

Water and Roads

Water and Roads Committee is meeting on Friday to meet with Verdantas.

Budget Advisory

Committee has not met since the 2026 Budget Opinion has been written.

Records and Retention

n/a.

CIP Committee

Committee will be meeting next Tuesday.

Manifests

Mr. Panuczak called for a vote to accept the manifests as presented in the packet. Motion carried with a 2:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield – aye.

Committee/Board reports

There were no written reports.

Next Meetings:

a. Regular Meeting: Tuesday, April 28, 2026 @ 10:00 AM

b. Special Town Meeting: Wednesday, April 29, 2026 @ 6:00 PM

Public Comment Period

- Ned McElroy, 22 Goose Hollow Road, wanted to discuss the Recreation Management Agreement (RMA). He said that he was confused about the $70,000 from the Recreation that is listed as income.

Ms. Smith explained that there was $70,000 from revenue in 2024 used in 2025's budget. Then there was $70,000 from the unassigned fund balance that the Commission used to offset their legal line in the 2026 budget.

Mr. Panuczak explained that the intent was that if revenues are good and the Commissioners can take some of the money from the Recreation Fund to pay for things like pool chemicals or front desk or any other recreation related expenses.

Ms. Magerer also clarified that the $70,000 may have been profit from other years as well.

- Mr. McElroy asked if the $600,000 RMA amount was the originally agreed upon amount of expenses that are not covered by the Associations dues. He said that he felt it should go up each year based on the cost-of-living adjustment that impacts the expenses the District pays. He added that in his opinion the recreation fund does not cover the cost of recreation and asked if there was a way to encourage the Association to raise their dues?

Mr. Panuczak provided a historical overview of how the RMA began and how it got to being $600,000 which is the maximum that has been contributed to it by WEA. He also suggested that Mr. McLeroy should be discussing the dues with WEA directly.

- Scott Sallaway, 110 Snowood Drive, asked whether it is possible to keep a running tally of the unassigned fund balance and then asked about the Campton tax payment that is still owed to the District.

Ms. Magerer said that it is possible to provide a monthly report on the unassigned fund balance and explained that the District does not know individual tax information for the towns, so it is not possible to figure out who paid or not. She added that the amount owed to the District is earning interest.

- Mr. Sallaway said that he thinks that recreation should not be covered from property taxes and should be covered directly by those who use it.

Mr. Panuczak said that there are examples of similar recreational communities that have membership fees that are quite high.

- Dave Ketcham - 111 Hodgeman Hill Road – online – noted that Kentucky derby starts at 4 PM and that pool refinishing has already been appropriated in 2024. He then asked if it

would be possible to produce a monthly report on the unreserved fund balance and a monthly report on the Rec fund.

Ms. Magerer said that she is looking into that.

- Mr. Ketcham said that in his view the RMA discussion that just occurred with Mr. McElroy is lopsided, but he is happy to explain to Mr. McElroy how it is funded and how it was developed.

- Bobbi Ketcham, 111 Hodgeman Hill Road – online – asked about a written list of projects that the Commissioners asked Ms. Chatel to compile and whether it was available yet. She also said that Mr. Pelchat is working on the dock and not the deck.

Mr. Canfield said that Ms. Chatel is still working on the list or projects. He added that he did discuss Ms. Ketcham's concerns with Ms. Chatel before she went on vacation.

Adjourn Meeting

Mr. Panuczak made a motion to adjourn the meeting. Mr. Canfield duly seconded. Motion carried with a 2:0 roll call vote: Mr. Panuczak - aye, Mr. Canfield - aye.

Meeting adjourned at 6:55 PM.

Minutes prepared by Alvina Snegach